



Code: 1674

Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical and Analytical
Series: Real Estate and Legal

CLASS TITLE: ASSISTANT CORPORATION COUNSEL - SENIOR

CHARACTERISTICS OF THE CLASS

Under general supervision, serves as senior counsel, advising on cases or transactional matters regarding a specialized area of law for the Department of Law, and performs related duties as required

ESSENTIAL DUTIES

- Conducts complex legal research on local, state, and federal laws and ordinances involving high-profile cases or complex legal matters
- Conducts strategy meetings with colleagues, outside counsel, and clients for assigned cases and transactional matters
- Drafts complex legal documents (e.g., motions, contracts, leases, ordinances, settlement agreements, closing documents, briefs, legal opinions, charges)
- Conducts witness interviews and conducts depositions of potential witnesses in cases
- Conducts discovery and coordinates work with department investigators and law enforcement agencies responsible for gathering case evidence
- Serves as lead attorney at trial, preparing jury instructions, conducting direct and cross examination of witnesses, and presenting opening and closing arguments in major cases
- Structures, documents, and oversees the conduct of transactional areas of law, including those involving economic development, regulatory matters, and loans
- Conducts negotiations and makes recommendations to senior management to settle cases

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school, plus three years of work experience in the legal profession as a licensed attorney

Licensure, Certification, or Other Qualifications

Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- applicable local laws, regulations, and ordinances
- federal and state legislation and its impact on City ordinances
- *the legal system and the principles and practices of applicable areas of law
- *contract law and administration
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Corporation Counsel series

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Corporation Counsel series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

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- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Assistant Corporation Counsel series

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other work requirements as required for successful performance in the Assistant Corporation Counsel series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2017